

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 4
Mtg. Date October 21, 2014
Dept. City Manager's Office

Item Title: Planning Commission Appointment Process

Staff Contact: Graham Mitchell, City Manager

Recommendation:

Consider methods for making Planning Commission appointments.

Item Summary:

On October 1, 2014, the term of three Planning Commissioners expired. The purpose of this agenda item is to seek direction on how the City Council wishes to proceed with Planning Commission appointments. The staff report (**Attachment A**) presents several options for City Council consideration.

Fiscal Impact:

None.

Environmental Review:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Categorical Exemption, Section | <input type="checkbox"/> Mitigated Negative Declaration |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting | |

Attachments:

A. Staff Report

LEMON GROVE CITY COUNCIL STAFF REPORT

Item No. 4

Mtg. Date October 21, 2014

Item Title: Planning Commission Appointment Process

Staff Contact: Graham Mitchell, City Manager

Discussion:

On October 1, 2014, the term of three Planning Commissioners—Robert Bailey, Sean Cole and Jennifer Mendoza—expired. Staff seeks City Council direction on how to proceed in making appointments to the Planning Commission. In the past, the City Council has relied on three methods to make Planning Commission appointments:

- 1) Reappoint current sitting Planning Commissioners who are interested in continuing to serve,
- 2) Conduct a partial recruitment process by only considering applicants from the previous recruitment, and
- 3) Conduct a full recruitment process, which includes contacting former applicants and seeking new applicants.

Option 1 – staff has spoken with the Planning Commissioners whose terms have expired and based on the conversations, two are interested in continuing to serve on the Planning Commission.

Option 2 – the last full recruitment occurred in October 2013 in which six applications were received. Through that recruitment, two Planning Commissioners were appointed—Regina Caskey was appointed to begin service on October 1, 2013 and Susan Yepiz was appointed to begin service on April 1, 2014. Staff is confirming whether the remaining applicants continue to be interested in serving if appointed.

Option 3 – a third option to consider is to initiate a full recruitment process. This process requires approximately two months to complete.

In preparing for this agenda item, staff conducted a review of Planning Commission activity between January 2012 and October 2014. During this 33-month period, the Planning Commission has only met eleven times. One of the significant reasons for the decline in Planning Commission activity is the City Council's business friendly modification of the City's permit process in which more categories of projects can be approved at the staff level. Since 2012, no projects reviewed by staff (approved with conditions or denied) were appealed to the Planning Commission and no projects reviewed by the Planning Commission have been appealed to the City Council.

Conclusion:

Staff recommends that the City Council consider one of the three options to make the Planning Commission appointments.